**Government Instant Messaging System-Sandes**

**GIMS Division, National Informatics Centre**

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| **Organization/Department Onboarding Form** |
| **1.** | **Organization Belongs to** |  ☐ Judiciary ☐ Central Govt. ☐ State Govt.  |
| **2.** | **Judiciary/Ministry/State Name** |  |
| **3.** | **Organization/Department Name** |  |
| **4.** | **Organization/Department Type** | ☐ Central Ministry ☐ Judiciary☐ Department under Central Ministry ☐ Attached Office ☐ Central Government Office ☐ State Government☐ State Government Department ☐Autonomous Body ☐ Semi-government office ☐ Central Public Sector Unit ☐ Statutory/Apex Body☐ Section 8 Company ☐ Section 25 Company |
| **5.** | **Number of Employees(Approx.)** |  |
| **6.** | **Select an option that describes your Organization/Department:** |
| ☐a | An organization under judiciary/ministry/State Government |
| ☐b  | Anorganization unit within a parent organization under the judiciary/ministry/State Government |
| ☐c  | Any other (Please specify below) |
|  |  |
| **7.** | **Parent Organization Name** (if 6b is selected above) |  |
| **8.** | **Does the organization/department have designations different from the parent organization/department?**  | ☐ Yes ☐ No |
| **9.** | **Competent Authority Details**(Head of the organization/department) |
| **Name** |  |
| **Designation** |  |
| **Email** |  | **Mobile:** |
| **Phone**  |  | **Pin:** |
| **Address** |  |
| **10.** | **Nodal Officer Details(Responsible for Employees On Boarding and Managing )\*** |
| **Name** | **Designation** | **Email** | **Mobile**  | **Valid Upto(Date)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* There can be more than one Nodal officer also.

**Note :**Attach list of designations of your Organisation/Department

(Sign and Seal of Head of the organization)

Please send the scanned copy of filled and signed by email. Also enclose the filled doc file.